

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT IV –
Business Operations

SALARY GROUP: B19

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Oscar Mendoza DATE: 01/30/2015

POSITION #: 034025

I. JOB SUMMARY

Performs complex accounting work. Work involves preparing financial statements, records, documents, and reports; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Maintains systems and controls necessary to provide accurate accounts and balances; reviews records, reports, applications, and contracts; and assists in the development of accounts payable policies and procedures.
 - B. Researches and reconciles billing discrepancies; codes and prepares payments according to established procedures; and reviews and directs the maintenance of accounting records, to include receipts, disbursements, and other journals, financial analyses and reports in compliance with policies, procedures, and state and federal laws and regulations.
 - C. Confers with staff and contractors on data entry procedures and payment problems; and prepares and conducts training for staff and contractors in the use of an automated financial information system, electronic receipt of invoices, and the reconciliation and preparation of purchase vouchers.
 - D. Provides technical assistance on accounting matters to program staff and other divisions of the agency.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning accounting, auditing, budget preparation, or accounts payable experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
4. Governmental agency experience preferred.

B. Knowledge and Skills

1. Knowledge of accounts payable operations, functions, and procedures.
2. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to analyze, consolidate, and interpret financial data.
12. Skill to research and resolve discrepancies and inquiries.
13. Skill to train employees.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.